



### **AID DEVELOPMENT ASSISTANCE SPECIALIST (PEO)**

**Closing Date:** 12/26/2008

**Who may apply:** All Interested Candidates

**Length of Service:** Two year renewable

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of AID Development Assistance Specialist within the Private Enterprise Office (PEO) of the USAID Mission for West Bank & Gaza. The primary function of this position is to apply knowledge and expertise in Private Sector to "Promote Economic Stability" and its program areas Trade and Investment and Private Sector Competitiveness. The incumbent will design, develop, and manage a variety of projects from conception to evaluation and closeout. The incumbent will serve as Activity Manager for the Enterprise Development and Investment Promotion (EDIP) and the Expanded and Sustained Access to Financial Services (ESAF) projects under the Private Enterprise Office. The incumbent will also serve as the CTO for the Development Credit Authority Activity with Bank of Jordan. The CTOs of EDIP and ESAF will receive input from the incumbent who is responsible for verifying project implementation and budget expenses, networking with PA ministries and business associations. H/she technically manages two projects, and develops new scopes of work for general business development activities through non-governmental organizations (NGOs) and/or contractors, develops and monitors the projects' budgets and reviews work plans. The incumbent will receive weekly, monthly and quarterly reports to monitor progress and evaluate implementation and assist implementers in problem solving, provide technical guidance and gives administrative and technical approval for payments. This position is based in Tel Aviv and requires the ability to commute to the office daily, although a significant portion of the duties may be performed in the West Bank and Jerusalem.

#### **QUALIFICATIONS SOUGHT:**

- A Master's degree in a relevant major (business, finance, economics, international trade and marketing) is required.
- A minimum of five years of progressively responsible professional experience directly related to sector and business competitiveness development including demonstrated analytic, presentation and negotiating skills is required.
- Experience in the private sector is required. Experience in working with a broad range of local public and private sector individuals, other donors, NGO's and partners that are relevant to USAID objectives and in implementing contracts, grants and cooperative agreements is highly desirable.
- Experience, education or training in designing and implementing private enterprise development activities, including trade and export promotion, competitiveness building, and designing and implementing legal and regulatory reforms for business growth and expansion is highly desirable.
- A thorough understanding of the concepts, principles and latest developments in international trade is required. A thorough knowledge of local economic, political, social and cultural characteristics; local business practices; and of political and development prospects and priorities.
- Level IV (fluent) both speaking and reading English ability and native fluency in Arabic is required.

#### **HOW TO APPLY:**

Send a typed CV in English along with a cover letter to USAID's HR Office by fax at 03-511-4894 or by email to: [hrwbg@usaid.gov](mailto:hrwbg@usaid.gov). Please specify the AD CODE if you first saw this position advertised in a local newspaper. Applications must be received by December 26, 2008. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted. The U.S. Government is an Equal Opportunity Employer.